



National Finance Center CAPPS Notification

2023 Annual Pay Raise Kickoff Package

November 14, 2022

Reference Number: NFC-1667936601

NOTE: The contents of this notification and other Annual Pay Raise resources can be viewed online at the [Annual Pay Raise Web site](#).

The 2023 Annual Pay Raise is quickly approaching, and it is time to start our coordinated efforts. The National Finance Center (NFC) has **not** received official notification from the Office of Personnel Management (OPM) regarding a January 2023 pay increase for Federal employees, but we must be prepared to begin work on short notice.

The 2023 Annual Pay Raise Project has been assigned NFC Project Number 50038 for tracking purposes. Attached is the project information regarding this year's pay raise process, so please complete all forms and return by the stated deadlines on the 2023 Annual Pay Raise Activities TIMELINE.

Due to the impact of the end-of-year holidays on this project, the processing dates identified on the 2023 Annual Pay Raise Activities TIMELINE must be followed to ensure that the January 2023 pay increase is processed as scheduled. The **“FINAL DEADLINE”** for Agencies to submit Annual Pay Raise requirements and Table Management System (TMGT) updates is **Tuesday, January 3, 2023, (by midnight CST)**. There will be no extensions, so please ensure that your Agency-approved point(s) of contact (POCs) are aware of this date and plan submissions accordingly.

- For **Agency-specific** TMGT table updates that should be processed manually for Tables 16, 29, 52, and 98, Agencies are required to submit updates to the TMGT Team via the ServiceNow procedures for TMGT updates through Agency-authorized personnel only.

- ServiceNow request tickets must be submitted as a Request and not an Incident to the PaPB/QCS group for processing. Screen prints are required with each update to ensure accuracy.
- Agency Requirements/TMGT Tables Forms relating to manual TMGT table updates MUST be submitted to the Annual Pay Raise Mailbox, Annual.PayRaise@usda.gov, with the ServiceNow ticket number entered on the form for tracking purposes.
- For TMGT table updates that should be processed via batch load, Agencies will be required to submit their Agency Requirements/TMGT Tables Forms to the Annual Pay Raise Mailbox, Annual.PayRaise@usda.gov, along with the associated table update requests.

The (14) links and (1) attachment are as follows:

- 1) [2023 Annual Pay Raise Activities TIMELINE](#)
- 2) [2023 Annual Pay Raise Customer Procedures](#)
- 3) [2023 Annual Pay Raise Agency Status Report](#)
- 4) 2023 Annual Pay Raise Agency Contacts List (*see attachment*)
- 5) [2023 Annual Pay Raise Agency Contact Information Form](#)
- 6) [2023 Annual Pay Raise Test Participation \(SSN File\) Form](#)
- 7) [2023 Annual Pay Raise Agency Requirements/TMGT Tables Form](#)
- 8) [INSTRUCTIONS for Submitting TMGT Table Updates via ServiceNow](#)
- 9) [File Layout - TMGT Table 029, PAY TABLE RATES \(for Pay Raise\)](#)
- 10) [File Layout - TMGT Table 029, PAY TABLE RATES \(for Wage Grades-Hourly Rates ONLY\)](#)
- 11) [File Layout - TMGT Table 098, SALARY RANGES \(Pay Bands\) \(for Pay Raise\)](#)
- 12) [INSTRUCTIONS for Completing the Three File Layouts Provided by NFC](#)
- 13) ["2022" Annual Pay Raise Bulletin \(for reference only\)](#)
- 14) ["2022" Frequently Asked Questions \(FAQs\) \(for reference only\)](#)
- 15) ["2022" Process Improvements](#)

Process improvements were identified in "2022," and the following changes were implemented for 2023:

1. Since pay raise testing is not conducted in the CUAT environment, NFC's security access form, AD 3100-P Form-Payroll Personnel Request for Security Access, was modified to include a checkbox for the Parallel environment where pay raise testing is normally handled.

2. The two annual Agency conference calls were consolidated into one meeting in November 2022, to review the project documents and processing activities for Pay Period (PP) 01/2023. Agencies will be allowed to attend one of two sessions being offered.
3. The instructions for submitting TMGT updates via ServiceNow were modified to ensure that manual updates, with less than 50 entries, would be provided in the proper format.
4. The Agency Requirements/TMGT Tables Form was revised to include instructions with guidance on adding Agency requirements in the appropriate sections. Additionally, the actual TMGT batch load file layouts and instructions, for updates with 50 or more entries, were modified to ensure that they are in sync.
5. Training sessions for ONLY Agency-approved POCs will be conducted in December 2022, to discuss completing the revised Agency Requirements/TMGT Tables Form. Agency-approved POCs will be allowed to attend one of two sessions being offered.

The pay raise process has a very short turnaround and early attention to this matter is greatly appreciated. Only Agency requirements submitted by your Agency-approved POC, using the Agency Requirements/TMGT Tables Form, will be accepted. Since requirements may differ by pay plan, separate Agency Requirements/TMGT Tables Forms will be required (i.e., only one pay plan per form is allowed). All unique requirements, specifications, and/or instructions must be clearly stated in the Special Requirements section on the Agency Requirements/TMGT Tables Form to ensure that each item is properly addressed.

Agency Requirements/TMGT Tables Forms are not required for pay plans identified in the 2022 Annual Pay Raise Bulletin as being *automatically processed by NFC* or *automatically bypassed by NFC*. NFC will perform these actions by default as stated in the bulletin. Any Agency Requirements/TMGT Tables Forms that are received that list pay plans that will be *automatically processed by NFC* or *automatically bypassed by NFC*, will be rejected, and returned to the submitter. **See the 2023 Annual Pay Raise Customer Procedures for additional information.**

It is very important that all Agencies who wish to participate complete the appropriate sections of the Agency Requirements/TMGT Tables Form. All TMGT updates relative to

the January 2023 pay increase must be submitted for processing, regardless of whether NFC needs to handle specific Agencies/pay plans in a special manner (i.e., either manual or via batch load). Only Agency requested pay table updates submitted using the Agency Requirements/TMGT Tables Form will be accepted. Also, the Special Requirements section on the Agency Requirements/TMGT Tables Form must be completed to ensure that NFC is aware of your table update requirements. Due to the short timeframe for pay raise processing, NFC does not have the available resources to re-format TMGT data for any Agency. Improperly formatted data will not be processed and will be returned to the submitter. **See the 2023 Annual Pay Raise Customer Procedures for additional information.**

Pay increase activities for wage grade employees under the Federal Wage System (FWS) will be accepted on the Agency Requirements/TMGT Tables Form. Please follow your normal Agency process to submit wage grade pay schedules to NFC for processing for PP01-2023. Wage grade pay schedules beginning with W*, H*, K*, and X* (handled internally) should be submitted directly to the Annual Pay Raise Mailbox, Annual.PayRaise@usda.gov. This will allow the Requirements Team the opportunity to review all forms regarding Agency-specific wage grade requirements to be implemented in PP01/2023. **See SPECIAL INSTRUCTIONS- Federal Wage System Adjustments (Wage Grades) in the 2023 Annual Pay Raise Customer Procedures for additional information.**

If your Agency would like to participate in the testing phase of 2023 Annual Pay Raise, you will be required to use ServiceNow to request security access to the testing environment utilizing the AD 3100-P Form, Payroll Personnel Request for Security Access. To ensure access, Agency Security Officers will need to submit access requests via ServiceNow, as is the standard NFC Access Management business process. Please utilize the ServiceNow, Employee Self-Service Request option, when submitting access requests. **See the 2023 Annual Pay Raise Customer Procedures for additional information.**

NFC will conduct a “Kickoff” Meeting with Agencies on Wednesday, November 16, 2022. This meeting is to ensure that Agencies are aware of the annual pay raise effort and the required processing activities for PP01/2023. The Client Management Branch (CMB) will send out invitations via Microsoft Teams.

A Training Session for ONLY Agency-approved POCs will be held on Wednesday, December 7, 2022. This meeting is to discuss completing the revised Agency Requirements/TMGT Tables Form. CMB will send out invitations via Microsoft Teams.

If you are no longer the contact for this annual project, please have your Agency submit the 2023 Annual Pay Raise Agency Contact Information Form to the Annual Pay Raise Mailbox, Annual.PayRaise@usda.gov, with the new POC's information.

If you have any questions/comments regarding this notification or need to submit any pay raise forms, please send an email to the Annual Pay Raise Mailbox, Annual.PayRaise@usda.gov.

Thank You,
2023 Annual Pay Raise Team